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PLUM ISLAND ANIMAL DISEASE LABORATORY.

LIBRARY GUIDE

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
ANIMAL DISEASE AND PARASITE RESEARCH DIVISION
POST OFFICE BOX 848
GREENPORT, LONG ISLAND, NEW YORK 11944

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PLUM ISLAND, ANIMAL DISEASE LABORATORY

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LIBRARY GUIDE

SOURCES, SERVICES, REGULATIONS //

U. S. DEPT. OF AGRICULTURE
NATIONAL AGRICULTURAL LIBRARY

DEC 13 1965

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
ANIMAL DISEASE AND PARASITE RESEARCH DIVISION
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I. INTRODUCTION

This "Library Guide" describes the Plum Island Animal Disease Laboratory Library, its purpose, organization, services, and regulations. It is designed as a "tool" for personnel who use the library for research and scientific information.

It was prepared with the cooperation of the members of the Library Committee.

B. Balassa
Librarian

June 1965

II. LOCATION

The Library is located at Plum Island in the Administration Building (Building No. 14) occupying the northern part of the first floor. The "Library-Annex" is located in the basement area under the Library.

III. PURPOSE

The Library is organized to serve the research program of the laboratory and, therefore, collects, organizes, and dispenses information which is derived from specialized publications dealing primarily with 1) contagious foreign animal diseases, and 2) related subject material.

(1) CONTAGIOUS FOREIGN ANIMAL DISEASES:

African horse sickness	Louping ill
African swine fever	Lumpy skin disease
Agalactia (sheep and goats)	Nairobi sheep disease
Borna disease	Rift Valley fever
Bovine petechial fever	Riga (Iceland) disease
Bovine pleuropneumonia	Rinderpest
Caprine pleuropneumonia	Scrapie
Contagious ecthyma	Sheep pox
East Coast fever	Sweating sickness of cattle
Foot-and-mouth disease	Teschen disease
Fowl plague	Visna (Iceland) disease
Goat pneumonitis	Wesselsbron disease.

(2) RELATED SUBJECT MATERIAL:

Bacteriology	Microbiology
Biochemistry	Mycology
Biology	Pathology
Biophysics	Physics
Chemistry	Physiology
Cytology	Protozoology
Helminthology	Serology
Immunology	Toxology
Mathematics	Veterinary science
Medicine	Virology.

IV. ORGANIZATION

HISTORY:

The Plum Island Animal Disease Laboratory was authorized by Public Law 496, 80th Congress in 1948. Its operation started in 1954 and, shortly thereafter, various members of the scientific staff began collecting and assembling technical reference material to build up the nucleus of the research library. Various members of the scientific staff administered the Library with the assistance of a Library Committee. On July 1, 1959, the Library became an "Agency Field Library" and since July 1960 has been operated by a professional Librarian (USDA Office of the Secretary, Secretary's Memorandum No. 1431, June 25, 1959).

SUPERVISION:

The Library is one of the USDA Field Libraries, under the direct administrative supervision of the Director of the Laboratory, and operates in accordance with library policy, practice, and technical standards prescribed by the Director of the USDA National Agricultural Library (USDA Library: Guidelines for Agency Field Libraries, Chapter 1, Section 1c(2), August 31, 1960; and USDA Admin. Reg. Amend. No. 12, May 8, 1961).

LIBRARY STAFF:

LIBRARIAN (professional)

The Librarian, as Head of the Library, is responsible for directing and planning the research library. Provides information to the research staff and guides them in obtaining data on specific subjects.

The Librarian is under the direct administrative supervision of the Director and/or the Assistant to the Director of the Laboratory, and under the professional supervision of the Director of USDA National Agricultural Library, Washington, D. C.

LIBRARY ASSISTANT TYPING (non-professional)

The Library Assistant Typing is the clerical aid of the Librarian and renders non-professional services in the library.

IV. ORGANIZATION

LIBRARY COMMITTEE:

. A Library Committee has been appointed by the Director of the Laboratory to assist the Librarian in reviewing scientific journals for purchase. This committee also gives advice in special subject matters, binding policy, and assistance in discarding.

V. SERVICES AND REGULATIONS

SERVICES:

The Library provides the following services:

- (1) Selects and acquires the world's current publications in the indicated subject fields.
- (2) Maintains card catalogs by author, title, and subject for books, journals, and reprints.
- (3) Compiles special bibliographies needed to carry out the PIADL program.
- (4) Provides reference service.
- (5) Loan services to PIADL employees or others specifically authorized.
- (6) Interlibrary loan service.
- (7) Arranges for purchase of photoprints from other libraries.
- (8) Prepares and arranges for preservation of publications which are part of the permanent library collection.
- (9) Translations of short scientific articles.
- (10) Arranges for complete technical translations through the U.S. Department of Agriculture.
- (11) Provides self-addressed reprint request envelopes (ARS Form 33) for reprints of articles by authors outside of PIADL.
- (12) Prepares a "Monthly Library Accession List" to inform the research staff of new library material received.

REGULATIONS:

Regulations are necessary to give all Library users the same opportunities and to permit the maximum use of facilities.

V. SERVICES AND REGULATIONS

(1) Acquisition of Library Materials

GENERAL:

The Librarian is responsible for acquiring a collection of books, periodicals, and other reference material required by the research program of the laboratory.

BOOK SELECTION:

From publisher's catalogues, brochures, and etc. received in the library, the Librarian selects books which appear to be of value to individual scientists or group of scientists. The Librarian contacts interested personnel to obtain their recommendation as to whether or not purchase of the book is required.

PERIODICAL SELECTION:

Periodicals are selected by the Librarian with the cooperation of the Library Committee.

LIBRARY BUDGET:

A certain sum is designated each year to be spent in the library for acquisition of books, periodicals, reprints, photo-print charges, and binding. The Librarian is responsible for proper coordination of library expenditures.

PURCHASE REQUEST OF LIBRARY MATERIAL:

BOOKS AND PERIODICALS

Any PIADL employee may request the purchase of library material required as a working "tool". A written request shall be submitted to the Librarian containing the usual bibliographic information; such as, author or editor, title, publisher, date, edition, and price. The individual request is subject to the prior approval of the respective Discipline Leader and/or Supervisor.

In approving book or periodical requests, the Librarian is guided by the availability of funds for such purchases, and the

V. SERVICES AND REGULATIONS

(1) Acquisition of Library Materials

judgment as to the necessity of the item. Requested library materials are ordered without delay through official channels. When the material is received in the library (usually four to six weeks), the requestee is notified.

REPRINTS

(1) Reprints of scientific papers written by PIADL scientists and published in various periodicals are ordered by the laboratory. When these reprints are received, one copy is filed in the library reprint file, and extra copies are processed by Central File personnel.

(2) Requests for reprints of articles by other than PIADL authors shall be made by the individual scientist. The Library maintains a supply of reprint request envelopes (ARS Form 33) which are pre-addressed and available for each scientist.

PHOTOPRINTS

Photocopies of scientific articles published in periodicals that are not available in the PIADL Library may be obtained through the library. A written request shall be submitted to the Librarian with the usual bibliographic information; such as, author, title of article, periodical title, volume number, year of publication, and inclusive page numbers.

The PIADL Library maintains connections with the following libraries and procedures vary for requesting photoprints:

- (1) U.S. Department of Agriculture, National Agricultural Library, Washington, D.C. - furnishes material within 7-10 days (charge \$1.00/4pp).
- (2) U.S. Department of Health, Education and Welfare, National Library of Medicine, Bethesda, Maryland - furnishes material within 7-10 days (free-of-charge).
- (3) Brookhaven National Laboratory Library, Upton, L.I., N.Y. - furnishes material, a limited number of pages, within 1-3 days (free-of-charge).

V. SERVICES AND REGULATIONS

(1) Acquisition of Library Materials

REPRODUCTION SERVICE

Requests for a photocopy of an article published in a periodical available in the library should be made through Administrative Services. Form PI-14 entitled "Request for Reproduction Services" should be submitted in duplicate (the form is obtained through Administrative Services).

V. SERVICES AND REGULATIONS

(2) Maintenance of Card Catalogs

BOOKS:

The "BOOK CARD CATALOG" is the key to the book collection since it records all available books in the library. Books are classified by subject and are indexed on cards under author, subject, and title. The library call number on the left margin of the card directs the reader to the stack where the book is shelved. It is a directory card type catalog; i.e., author, subject, and title are combined in one alphabetical arrangement.

When trying to locate a particular book, first go to the "BOOK CARD CATALOG" which is located to the right at the entrance of the library (see Fig. 1, No. 11).

PERIODICALS:

The Library subscribes to 173 periodicals and receives 25 "free" (1965). Periodical titles are listed alphabetically in the "BOOK CARD CATALOG" and in the "GUIDES TO THE LOCATION OF PERIODICALS AND MISCELLANEOUS PUBLICATIONS" which are handled by the Library Assistant Typing (see Fig. 1, No. 9).

REPRINTS:

Reprints are cataloged by author and subject. The "REPRINT AUTHOR AND SUBJECT CATALOG" file is located in the Librarian's room (see Fig. 3, No. 2).

V. SERVICES AND REGULATIONS

(3) Compilation of Special Bibliographies

The library staff prepares special bibliographies required to carry out the laboratory's research program. At this time, the following bibliographies have been published:

- (1) "Bibliography on Vesicular Exanthema of Swine", 1933-1963.
- (2) "Bibliography on Vesicular Stomatitis", 1826-1963.
- (3) "Monthly Bibliography on Exotic Animal Diseases", compiled by the Librarian and published since September 1963, gives the members of the scientific staff the Librarian's latest briefing of some special publications in the world literature on exotic animal diseases.

V. SERVICES AND REGULATIONS

(4) Reference Service

LIBRARY STAFF:

The library staff is available to:

- (1) Help readers use the card catalog, book collection, and other resources of the library.
- (2) Locate factual data and specific titles in the library or in other libraries.
- (3) Verify references.
- (4) Answer other reference questions.

These services of course are provided as the time of a library staff of two permits.

Consultation with the Librarian is advisable for those who are undertaking compilation of references on a specific subject, especially if they are preparing manuscripts.

LIBRARY ORIENTATION:

NEW EMPLOYEES

The Librarian provides introductory discussion on the organization, use, and services of the library.

VISITORS

The Librarian is available to acquaint visitors with the resources and facilities of the library.

V. SERVICES AND REGULATIONS

(5) Individual Loan Services

FEDERAL LAW:

ALL LIBRARY USERS ARE REMINDED THAT BOOKS, JOURNALS, AND REPRINTS ARE PROPERTY OF THE U.S. DEPARTMENT OF AGRICULTURE, NATIONAL AGRICULTURAL LIBRARY. GOVERNMENT PROPERTY MAY NOT BE REMOVED FROM THE LIBRARY WITHOUT PROPER CHARGE-OUT PROCEDURE, AND NO SUCH PROPERTY MAY BE CLIPPED, OR OTHERWISE MUTILATED. SUCH REMOVAL OR MUTILATION OF PROPERTY IS SUBJECT TO THE PENALTY PROVISIONS OF LAW AND REGULATIONS GOVERNING THE USE OF GOVERNMENT PROPERTY (20 Stat. 171, June 15, 1878, USDA Library).

GENERAL RULE:

All library material that is taken out of the library and/or library-annex(basement) must be charged-out and returned within the indicated period of time. Renewal requests for an additional period of time will be granted as long as no other employee has requested the material.

INDIVIDUAL LOAN:

The Library provides individual loans to serve the interest of research personnel.

FACILITIES:

Books, periodicals, and reprints are readily accessible to users and is the main objective of the library. An open shelf-system is used and this gives readers direct access to the library collection.

LOAN PERIOD:

Books, bound periodicals, and reprints may be taken out of the library and/or library-annex on loan for a period of two (2) weeks with privilege of renewal.

Current periodicals are loaned only for overnight and should be returned by 8:30 A.M. the following morning.

V. SERVICES AND REGULATIONS

(5) Individual Loan Services

RENEWAL:

Renewal may be effected by bringing the borrowed item to the library or by a telephone call to the library (Ext. 235).

REFERENCE COLLECTION:

Dictionaries, encyclopedias, directories, atlases, and rare text books are restricted to use within the library or Building 14.

CHARGE-OUT PROCEDURES:

BOOKS AND BOUND PERIODICALS

Charge-out cards will be found in the book pocket of each book on the back cover. These cards are to be signed by the borrower, dated by the library staff, and left at the charge-out desk (see sample below).

SF 810 L2	(sample)
LAPAGE, G.	
AUTHOR	
VETERINARY PARASITOLOGY	
TITLE	
2d ed., 1978	
DATE DUE	BORROWER'S NAME
7-14-65	J.C. Brown
CAT. NO. 23 242	
PRINTED IN U.S.A.	

V. SERVICES AND REGULATIONS

(5) Individual Loan Services

PERIODICALS (unbound)

Charge-out cards for current and unbound periodicals are available at the charge-out desk. These cards are to be completed and signed by the borrower and the library staff shall affix the date borrowed (see sample below).

CALL NO.	AUTHOR (sample)		USDA LIBRARY REQUEST									
		TITLE OF PUBLICATION										
		Virology										
VOL.	No.	PAGES	DATE									
14	3		April 1964									
TITLE OF ARTICLE												
NAME		J.C. Brown		BUREAU								
ADDRESS												
		TEL. No.										
		ROOM No.										
Date Borrowed:		7-1-65										
		TABLE No.										
GPO 16-64438-1		Do not write in this space										
		AD-245										
1	2	3	4	5	6	7	8	9	10	11	12	13

RETURN OF LIBRARY MATERIAL

A library is: INFORMATION, SERVICES, RESEARCH, COOPERATION!

The PIADL Library provides YOU with information, services, and research; but the Library also needs the cooperation of the users.

BORROWED LIBRARY MATERIAL SHOULD BE RETURNED PROMPTLY AS SOON AS IT HAS SERVED ITS IMMEDIATE PURPOSE.

V. SERVICES AND REGULATIONS

(5) Individual Loan Services

LEAVE AND LOANED MATERIAL

If you plan to be on annual leave, attend a conference, and etc., the library material shall be returned to the library when the borrower plans to be away for any period exceeding one (1) week.

SEPARATION

PIADL employees who resign, retire, transfer, or are otherwise separated should return all library material charged to them prior to their departure.

TRANSFER OF CHARGED-OUT MATERIAL

The library material is not to be loaned to another person unless you notify the library to transfer the charge-cut card.

BORROWER'S RESPONSIBILITY

A borrower is responsible for the preservation and return of library material charged-out to him within the loan period designated. Upon request by the library, a borrower is to make available such material if requested by another member of the research staff.

A borrower has a personal responsibility for the care, protection, and return of the borrowed government property in its original physical condition.

REPLACEMENT OF LOST MATERIAL

A borrower is expected to replace borrowed material which has been lost or mutilated.

RECALLS

Loaned library material shall be available for use by others when urgently needed, and such material shall be returned to the library upon request.

V. SERVICES AND REGULATIONS

(5) Individual Loan Services

MISPLACED ITEMS:

Material removed from book and periodical shelves for use in the library is to be left on the table after usage. This material will be placed in the proper location by the library staff. Locating misplaced library material creates unnecessary extra work and delay for the library staff as well as inconvenience to the members of the research staff.

LOAN SERVICES THROUGH LABORATORY SECRETARIES:

The Library is ready to serve the interest of the scientific staff in any circumstances. Therefore, in a case where the research worker needs scientific information and is unable to leave the restricted working area during his regular working hours, he may obtain library material for "home usage" through secretaries assigned to the scientific staff in Bldg. 14.

CONTROL AND RESPONSIBILITY:

Serving the purpose of personal responsibility for government property and control over library material, a system of hand receipts for lending of library material is in effect. Library material may not be taken into restricted areas. Library material may be carried from Plum Island for research purposes in envelopes or brief cases assigned for such use (see Agent Safety Regulations, Section II, April 6, 1959; Rev. 1964).

PROCEDURES:

- (1) The library staff does not perform delivery or pick up services of library material loaned to individuals outside of the library.
- (2) Loan requests should be submitted to the library through a laboratory representative assigned to the scientific staff in Bldg. 14 (Ext. 230 or 250).
- (3) The requested material will be given to the requestee's

V. SERVICES AND REGULATIONS

(5) Individual Loan Services

representative after the charge-out card has been completed. Requests can be made by telephone and material will be placed in the dumbwaiter elevator.

- (4) The requested material should be forwarded by the representative under protective envelope to the requestee.
- (5) The loaned material should be returned to the library within the loan period designated.
- (6) Members of the scientific staff who cannot personally return borrowed library material may do so through their laboratory secretaries. Borrowed material is not to be returned to the library through Central Files.

VIOLATION OF LIBRARY RULES:

Employees abusing library privileges and willfully disregarding or violating these rules may be reported for appropriate disciplinary action.

V. SERVICES AND REGULATIONS

(6) Interlibrary Loan Services

GENERAL:

Due to the Agent Safety Regulations, the PIADL Library does not participate in interlibrary loan operations on a mutual exchange basis (an operation which is generally practiced among the libraries of the United States). According to the Agent Safety Regulations, Section II, April 6, 1959; Rev. 1964:

"Books or periodicals from the Plum Island Library may not be loaned to other libraries, establishments, or individuals not associated with PIADL, nor may such materials on loan from other libraries be brought to Plum Island, except by specific authorization of the Safety Officer".

However, books and periodicals not available in the PIADL Library may be borrowed from other libraries if the material is essential to the research program of the laboratory. Such material must be used outside of Plum Island.

PROCEDURES:

- (1) Written requests should be submitted to the Librarian.
- (2) The Librarian will send an "Interlibrary Loan Request" to the selected library and will clearly note the borrower's laboratory address.
- (3) A copy of this request will be sent to our Orient Point Office with the following note:
Interlibrary loan material to be kept at Mainland Office-Orient Point. Upon arrival of the requested material, notify the library.
- (4) Upon arrival of the requested material, the requestee will be notified by the library staff:
 - (a) The requested publication is available at our Mainland Office-Orient Point;
 - (b) The material must be used outside of Plum Island; and

V. SERVICES AND REGULATIONS

(6) Interlibrary Loan Services

- (c) To be returned on the indicated date to the Mainland Office-Orient Point.
- (5) The interlibrary loan material will be returned by mail to the lending library through our Mainland Office-Orient Point.

REMINDER:

The interlibrary loan is a courtesy extended by one library to another for the loan of library material. Therefore, every precaution should be taken to safeguard borrowed material.

Loans usually are obtained for two (2) weeks.

Loans should not be requested for a time when the borrower is expected to be away from the laboratory.

V. SERVICES AND REGULATIONS

(7) Maintenance of Library Collection

MAINTENANCE:

Maintenance of the collection includes such activities as binding which is a serious problem in every library. Further maintenance of the collection could be achieved by a continuing program of selection of items no longer pertinent to the scientific program of the laboratory.

BINDING:

The binding and rebinding of books and periodicals is an important function of the library since these procedures reduce deterioration of material, improve the appearance of the shelves, easier to use, and avoid the chance of losing individual issues.

SELECTION

Not all periodicals received will be bound. Periodicals are selected on the basis of permanent value and usage.

CONTRACT AWARD

The binding of USDA Agency Field Libraries material is based on the General Services Administration (Standard Form 33) "Invitation, Bid, and Award (Supply Contract)" issued by the USDA, Procurement and Contract Management Division, Office of Plant and Operations, Washington, D. C. In most instances these contracts contain a statement to the effect that the publications shall be returned in "NOT MORE THAN THIRTY (30) DAYS FROM DATE OF DELIVERY TO CONTRACTOR'S PLANT". But taking into consideration the great distance between PIADL and the contractors, past experience shows that library materials are returned in three to six months.

BINDING POLICY

Our present policy is to withhold the most important periodicals for several (usually 2-3) years, and to keep the volumes in pamphlet files (Decision of the Library Committee at a meeting on September 30, 1960).

V. SERVICES AND REGULATIONS

(8) Translations

GENERAL:

Prior to obtaining costly translations, it is advisable to ask the requestee if an English language abstract available in our library would be satisfactory. If such an abstract is not available or is unsatisfactory, the library follows the prescribed procedures to obtain the requested translation (see AM 264.1).

LIMITED TRANSLATION:

A verbal or written summary translation of an article in familiar foreign languages may be obtained through the Librarian. A summary translation of an article indicating the general contents and depth of the subject matter would signify to the scientist what, if any, further depth of translation is required.

COMPLETE TRANSLATION:

Complete technical translation may be arranged through the U.S. Department of Agriculture. Due to the high cost of such a translation (\$16.00/1M words), the necessity of the purchase will be approved or disapproved by the Director, PIADL.

V. SERVICES AND REGULATIONS

(9) Preparation of Accession Lists

"Monthly Library Accession Lists" are prepared by the library staff. These lists give the members of the scientific staff information on all recent library acquisitions.

VI. COLLECTION

LIBRARY COLLECTION CONSISTS OF:

- (1) Textbooks
- (2) Reference Books
- (3) Periodicals
- (4) Reprints
- (5) Government Publications
- (6) Publications of International Organizations, Congresses, Conferences, etc.
- (7) Miscellaneous Publications (referenced as Circulating File material).

LOCATION OF BOOKS:

This is an open stack library; you are free, and indeed encouraged, to find material and make use of it directly from the shelves. Textbooks and reference books are found on shelves "A" and "B" in the library (see Fig. 1) and on shelf "A" in the library-annex (see Fig. 2).

ARRANGEMENT OF BOOK COLLECTION:

Books are grouped together by subject and related subjects. Groups are arranged according to the Library of Congress classification system. General classes are divided into large and small subdivisions by letters of the alphabet and numbers. A general plan for classified books is selected for local use.

EXAMPLE: SF - SMITH, Hilton A.
 769 - Veterinary Pathology
 S5

S	represents the general field	-	Agriculture
SF	represents the subdivision of this field	-	Animal Culture
769	represents the further subdivision	-	Veterinary Pathology
S5	represents the first letter of author's name	-	SMITH

VI. COLLECTION

GUIDE TO THE BOOK COLLECTION:

(see Fig. 1, "A" and "B")

<u>SUBJECT</u>	<u>CALL NUMBER</u>
Agriculture	S
Algebra	QA
Anaesthesia-Veterinary	SF 911
Anatomy-Animal	SF 761
Anatomy-Human	QM
Animal-Breeding	SF 105
Animal Culture	SF
Animal-Diseases	SF 745
Animal-Embryology	QL 955
Animal-Hygiene	SF 57
Animal-Nutrition	SF 95
Animal-Parasites	SF 810
Animal-Pathology	SF 769
Animal-Reproduction	QP 251
Bacterial Diseases-Animal	SF 781
Bacterial Infections-Human	QR 201
Bacteriology	QR 41
Bacteriology-Veterinary	QR 49
Biochemistry-General	QH 345
Biochemistry-Physiological	QP 514

VI. COLLECTION

<u>SUBJECT</u>	<u>CALL NUMBER</u>
Biology	QH
Botany	QK
Cancer-Medicine	RC 267
Cattle-Diseases	SF 961
Cells	QH 573
Chemical Dictionary	QD 5
Chemical Technology	TP
Chemistry	QD
Chemistry-Biological	QH 345
Chromatography	QD 271
Communicable Diseases-Medicine	RC 111
Computers	QA 85
Congresses-Veterinary	SF 605
Cytology	QH 573
Dermatology	RL
Diagnosis-Medicine	RC 71
Diagnosis-Veterinary	SF 771
Dictionaries-Chemical	QD 5
-Foreign Language	REF
-Microbiology	QR 9
-Poisons	RA 1211
-Veterinary	SF 609
Diseases-Animals	SF 745
Diseases-Animals-Special Classes	SF 951

VI. COLLECTION

<u>SUBJECT</u>	<u>CALL NUMBER</u>
Diseases-Animals-Specific Infection	SF 781
Diseases-Nomenclature	RB 115
Diseases due to Parasites	SF 810
Drafting	T
Education	L
Embryology-Animal	QL 955
Embryology-Human	QM 601
Engineering	TK
Entomology	SF 810
Enzymology	QP 601
Epidemiology	RA 651
Foot-and-Mouth Disease	SF 793
Foreign Language-Dictionaries	REF
Fungous Diseases	RC 117
Genetics	QH 431
Helminthology-Veterinary	SF 810
Hematology	RB 145
Histochemistry	QH 221
Histology-Animal	QM 550
Histology-Pathological-Human	RB 24
Hog Cholera	SF 973

VI. COLLECTION

<u>SUBJECT</u>	<u>CALL NUMBER</u>
Hormones	QP 801
Horse-Diseases	SF 959
Immunology	QR 180-185
Infectious Diseases-Animals	SF 781
Internal Medicine	RC
Literature-Writing	P
Livestock Encyclopedia	SF 609
Management	HD
Mathematical Tables	QA
Mathematics	QA
Meat Hygiene-Public Health	RA
Meat Hygiene-Inspection-Meat Industry	TS
Medical Physics	QH 505
Medical Science	R
Medicine	R
Medicine-Internal	RC
Medicine-Textbooks	RC 46
Merck Veterinary Manual	SF 745 M4
Microbiology	QR
Microbiology-Dictionary	QR 9
Microbiology-Food	QR 115

VI. COLLECTION

<u>SUBJECT</u>	<u>CALL NUMBER</u>
Microbiology-Meat	QR 117
Microscopy	QH 205-307
Mycotic Diseases	RC 117
Nomenclature-Diseases	RB 115
Nucleic Acids	QP 551
Obstetrics-Veterinary	SF 887
Parasitic Diseases-Human	RC 119
Parasitology-Veterinary	SF 810
Pathology-Animal	SF 769
Pathology-Human	RB 111
Personnel Management	HD
Pharmacology	RS 187
Pharmacology-Veterinary	SF 915
Pharmacy-Medicine	RS
Photography	TR
Physics	QC
Physics-Biological	QH 505
Physiology	QP 31-34
Pig Diseases	SF 971
Plant Culture	SB
Poisons-Dictionary	RA 1211

VI. COLLECTION

<u>SUBJECT</u>	<u>CALL NUMBER</u>
Poultry-Diseases	SF 995
Proteins	QD 431
Public Health	RA
Radiation-Biology	QH 652
Radiation-Emission	QC 475
Reproduction-Animals	QP 251
Rinderpest	SF 966
Sanitary Engineering	TD
Science	Q
Sheep-Diseases	SF 968
Social Sciences	H
Speaking	P
Stain Techniques	QH 237
Statistics	HA
Style Manuals-AVMA Style Guide	Repr.#2925
-Biological Journals	Z 250 B5
-Elements of Style	PN 4121 S3
-Government	REF
Surgery-Veterinary	SF 911
Swine-Diseases	SF 971
Technology	T
Technology-Chemical	TP
Therapeutics	RM

VI. COLLECTION

<u>SUBJECT</u>	<u>CALL NUMBER</u>
Tissue Culture	QP 88
Toxology	RA 1211
Toxology-Veterinary	SF 915
Tropical Medicine	RC 960
Tumors	RC 255
Tumors-Animals	SF 910
Veterinary-Anaesthesia	SF 911
Veterinary-Bacteriology	QR 49
Veterinary-Congresses	SF 605
Veterinary-Diagnosis	SF 771
Veterinary-Dictionary	SF 609
Veterinary-Helminthology	SF 810
Veterinary-Law-Regulations	SF 780
Veterinary-Manual-Merck	SF 745 M4
Veterinary-Materia Medical & Pharmacy	SF 915
Veterinary-Medicine	SF 600
Veterinary-Obstetrics	SF 887
Veterinary-Parasitology	SF 810
Veterinary-Pathology	SF 769
Veterinary-Pharmacology	SF 915
Veterinary-Surgery	SF 911

VI. COLLECTION

<u>SUBJECT</u>	<u>CALL NUMBER</u>
Viral Infections-Human	QR 360
Virology	QR
Viruses	QR 360
Writing	PN
Zoology	QL

GUIDE TO TECHNICAL WRITING:

AVMA Style Guide	Repr.#2925
Elements of Style	PN 4121 S3
Medical Writing	R 119 F55
Papers on Medical Writing	R 119 P3
Physician-Writer's Book	R 119 H4
Scientific Paper	T 11 T7
Scientific Terminology	Q 179 H68
Style Manual for Biological Journals	Z 250 B5
Style Manual-Government	REF
Suggestions to Authors	T 11 W6
Technical Report	T 11 W4
Technical Writing	T 11 R56

SERIALS:

Advances in Applied Microbiology	QR 1 A38
Advances in Biological & Medical Physics	QH 505 A1A3
Advances in Cancer Research	RC 267 A45
Advances in Enzymology	QP 601 A1A3
Advances in Genetics	QH 431 A1A3
Advances in Immunology	QR 180 A3
Advances in Protein Chemistry	QD 431 A3
Advances in Veterinary Science	SF 745 A39
Advances in Virus Research	QR 360 A3
Annual Review of Biochemistry	QP 501 A7
Annual Review of Microbiology	QR 1 A5
Bacteria	QR 75 G3
Cell	QH 573 B7
Cells & Tissues in Culture	QP 88 W7

VI. COLLECTION

<u>SERIALS:</u>	<u>CALL NUMBER</u>
Comparative Biochemistry	QH 453 F3
Comprehensive Biochemistry	QH 453 F5
Enzyme & Metabolic Inhibitors	QP 601 W3
Enzymes	QP 601 B3
Harvey Lectures	R 111 H33
International Review of Connective Tissue Research .	QM 563 H4
International Review of Cytology	QH 540 I5
International Review of Experimental Pathology . .	RB 125 R4
Methods of Biochemical Analysis	QD 271 M46
Methods in Cell Physiology	QH 631 M5
Methods in Enzymology	QP 601 C733
Perspectives in Virology	QR 360 P8
Physical Techniques in Biological Research . . .	QH 315 N5
Progress in Biophysics & Molecular Biology . . .	QH 505 P76
(formerly: Prog. in Biophys. & Biophys. Chem.)	
Progress in Medical Virology	QR 360 B3
Progress in Nucleic Acid Research & Molecular Biology	QP 551 D5

REFERENCE COLLECTION:

(see Fig. 1, "B")

ABBREVIATIONS-PERIODICALS

AVMA Style Guide, 1961 - Repr.#2925.
 American Standard for Periodical Title Abbreviations, 1963.
 Biological Abstracts - see Contents, Abbreviation Guide,
 issue #1 current volume.
 Chemical Abstracts - List of Periodicals, 1961, and abbrev-
 iations used see issue #1 current volume.
 Index Medicus - see issue #1 current volume.
 USDA Miscellaneous Publication No. 765, 1958 - List of
 Serials and on p. 583-614 abbreviations.
 Veterinary Bulletin - see Vol. 31(1), 1961.
 World Medical Periodicals, 1961.

BIOGRAPHIES

American Men of Science, 1960-62.
 International Who's Who, 1962-63.
 Who's Who in America, 1960-61.
 Who's Who in American Education, 1961-62.

VI. COLLECTION

DICTIONARIES

- Biographical - Webster's.
- Collegiate - Webster's.
- Geographical - Webster's.
- Medical.
- New World Dictionary of the American Language - Webster's.
- Scientific Terms.
- Synonyms - Webster's.
- Technical.

DICTIONARIES-LANGUAGE

- | | |
|-----------------|--------------------------------------|
| Danish. | Latin. |
| Dutch. | Polyglotte-Medical (French, English, |
| French. | German, Latin). |
| French-Science. | Portuguese. |
| German. | Russian-Medical. |
| German-Medical. | Russian-Technical & Chemical. |
| German-Science. | Spanish. |
| Italian. | Spanish-Chemical & Medical. |

DIRECTORIES:

- AVMA Directory.
- American Council of Independent Laboratories, 1961.
- Atlases.
- Directory of British Scientists.
- Directory of the Department of Agriculture, 1962.
- Directory of Independent Commercial Laboratories-U.S., 1961.
- Directory of International Scientific Organizations,
UNESCO, 1953.
- Directory of Post Offices, 1963.
- Hotel-Travel Index.
- Index of Agricultural Research Institutions in Europe-FAO, 1957..
- Industrial Research Laboratories of the U.S., 1956.
- International Scientific Organizations-Library of Congress, 1962.
- Manual & Directory of Animal Diagnostic Laboratories in the
United States (USDA), 1960.
- Maps.
- National Institutes of Health Scientific Directory, 1964.
- Polish Research Guide, 1964.
- Railways - The Official Guide.
- Register of Veterinary Surgeons, London, 1964.
- Scientific & Technical Societies of the U.S. & Canada, 1961.
- Yearbook of the Royal Society, 1963.

VI. COLLECTION

ENCYCLOPEDIA

- Britannica Book of the Year, 1953-59.
- Columbia Encyclopedia, 1963.
- Encyclopedia of Associations.
- Encyclopedia Britannica, 1953.
- Muret-Sanders Enzyklopädisches Wörterbuch.
- Van Nostrand's Scientific Encyclopedia, 1947.

LIBRARIES

Various publications - see "Libraries" shelf.

MISCELLANEOUS

- Reading German for Scientists.
- Roget's International Thesaurus.
- Termes Veterinaires et Zootechniques.
- World Almanac.

U.S. GOVERNMENT

- Congressional Directory.
- G.P.O. - Style Manual, 1959.
- Official Register of the United States, 1952.
- U.S. Government Organization Manual.
- Yearbook of Agriculture.

UNIVERSITIES & COLLEGES

- American Universities & Colleges, 1960.
- Commonwealth Universities Yearbook, 1960.
- International Handbook of Universities, 1959.
- Veterinary Schools - various catalogs.
- World Directory of Veterinary Schools-FAO, 1963.
- World of Learning, 1961-62.

PERIODICAL COLLECTION-ARRANGEMENT:

The Library receives 198 scientific and related periodicals. The current issues will be found on the open slanted shelves along the library walls. It is library policy to retain periodicals in the library to cover a five year period, if shelving space permits. Periodicals are arranged in alphabetical order (see Fig. 1, Nos.5-8).

VI. COLLECTION

The back issues of periodicals, most of these are bound volumes, are kept in the library-annex (see Fig. 2). A "GUIDE TO THE LOCATION OF PERIODICALS" is available at the Library-Assistant's desk (see Fig. 1, No. 9).

REPRINTS OF SCIENTIFIC PAPERS:

The Library collects reprints of scientific papers on exotic animal diseases which are published in periodicals not available in the library. These reprints are filed in numerical order in the "vertical files" located along the walls of Room 103, Librarian's room, (see Fig. 3). Oversized and or heavy reprints are filed in numerical order in the "vertical files" located in the library-annex (see Fig. 2).

GOVERNMENT PUBLICATIONS:

Government publications are filed in Room 103, Librarian's room, as follows (see Fig. 3):

- (1) USDA in file cabinet drawers Nos. 1 - 4.
- (2) All other U.S. Agencies in alphabetical order in file cabinet drawer No. 5.

PUBLICATIONS OF INTERNATIONAL ORGANIZATIONS, CONGRESSES, CONFERENCES:

Publications are catalogued and can be located in the library (see Fig. 1, "A").

MISCELLANEOUS PUBLICATIONS:

Miscellaneous publications are referenced as "circulating file" material. This material is filed in file cabinet drawers near the Library-Assistant's desk (see Fig. 1, No. 12).

VII. PHYSICAL ARRANGEMENT

LIBRARY:

The Library consists of a 24' x 43' room divided as follows:

- (1) Reading area with display shelves for current scientific periodicals (see Fig. 1, Nos. 5 - 8).
- (2) Stack area with book shelves for textbooks and reference books (see Fig. 1, "A"- "B").
- (3) Stack area with shelves for the most frequently used back issues of bound and unbound periodicals (see Fig. 1, "B"- "C").
- (4) Lounge corner (see Fig. 1, No. 10).
- (5) Study carrels (see Fig. 1, Nos. 1 - 4).

LIBRARY-ANNEX (Basement):

The Library-Annex is located in the basement and serves as a stack room for back issues of periodicals, selected books, and oversized reprints (see Fig. 2).

STUDY CARRELS:

The Library has four (4) study carrels which are located along the northern wall and are available to research workers. The study carrel offers a quieter atmosphere and privacy for individual storage facility for reference material during manuscript preparation.

The study carrel is intened for temporary occupancy and the accumulation of library material beyond a reasonable time creates inconveniences to other library users and the library staff.

CONDITIONS CONDUCTIVE TO OPTIMUM USE OF THE LIBRARY:

The Library facility is a place for review of literature, compilation of data, and concentrated study. Therefore, it is important that a quiet atmosphere as well as a neat and orderly facility be maintained.

VII. PHYSICAL ARRANGEMENT

TELEPHONE CONVERSATIONS:

Telephone conversations should be conducted outside of the library. A library telephone extension has been installed for library users near the entrance of the library.

SMOKING PERMITTED:

Smoking is permitted in the library. Extreme caution should be exercised to avoid burn damage to library materials handled in the library or charged-out on loan for use at home or office.

VIII. STATISTICS*

STAFF:

Professional	1
Non-Professional.	1

SPACE OCCUPIED:

Square feet of floor space -

Library	1,032
Library-Annex	1,032
Librarian's Room	193
Total	2,257

SIZE OF COLLECTION:

Books	2,100
Periodicals (bound)	3,600
Current Periodicals (subscription)	173
Reprints	6,300
Government Publications & Misc. Pamphlets	600

PUBLICATIONS:

"Monthly Bibliography on Exotic Animal Diseases".

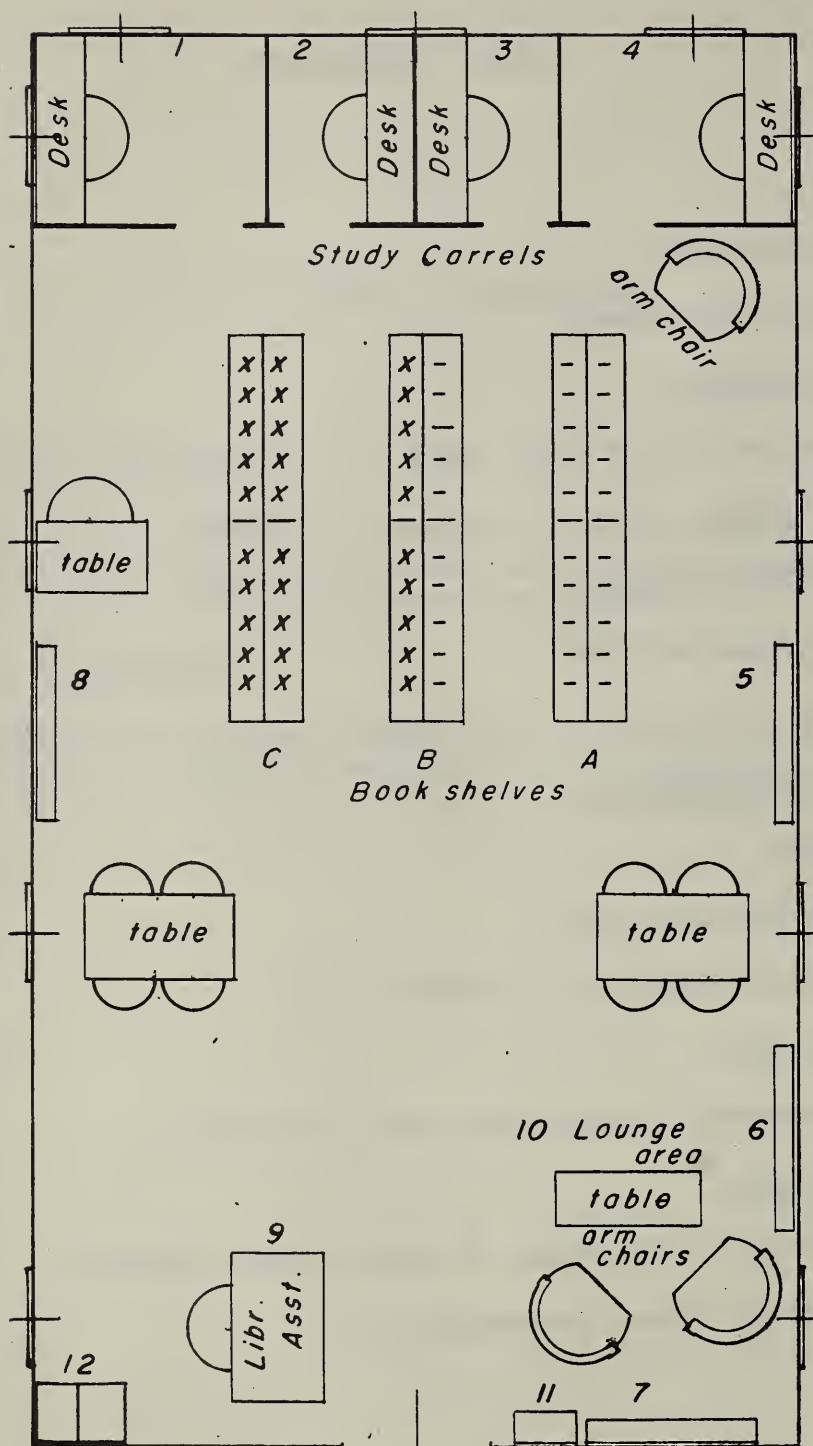
"Monthly Library Accession List".

*June 30, 1965

LIBRARY

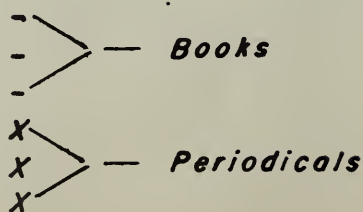
Figure 1

-41-



Key

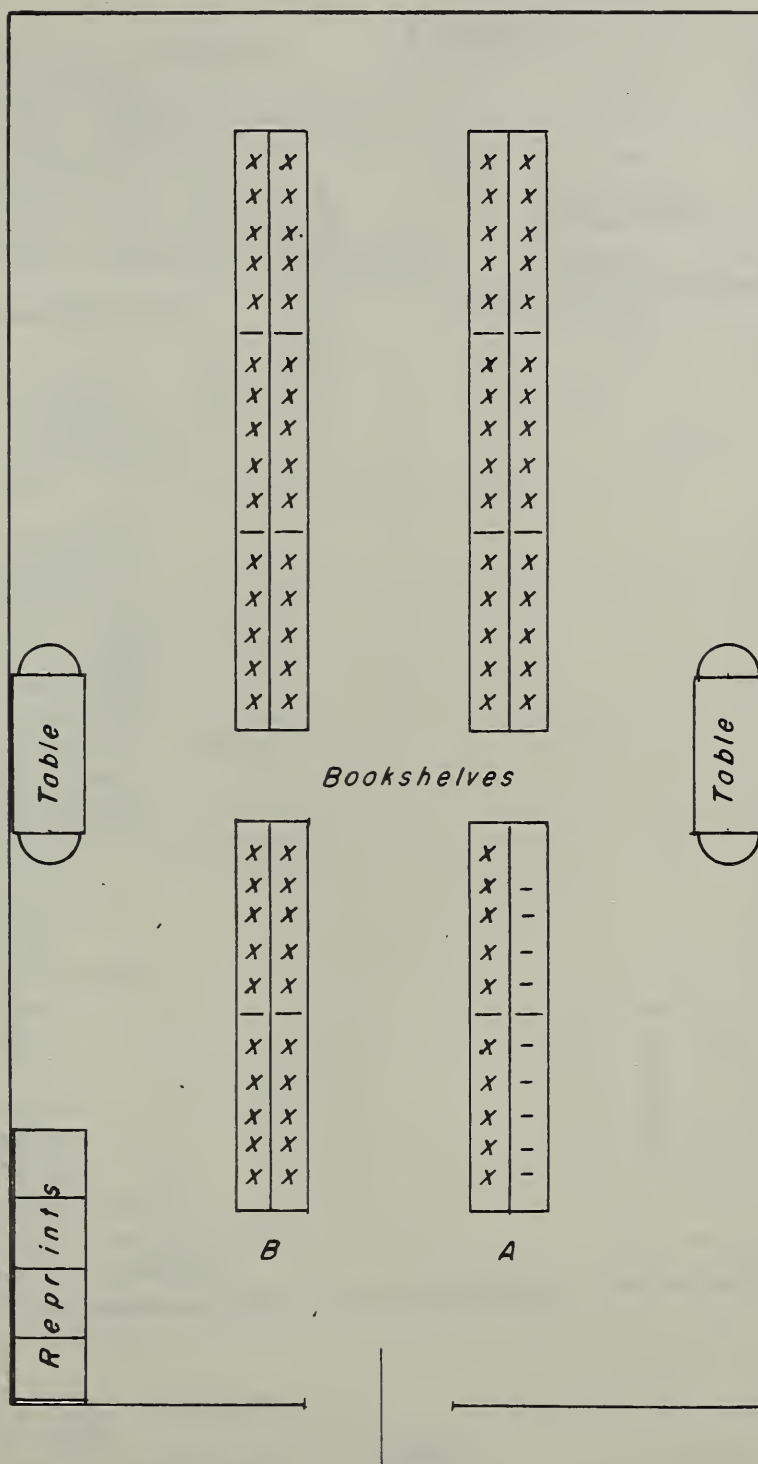
- 1-4 Study Carrels
- 5-8 Current Periodicals
- 9 Library Assistant
- 10 Lounge Area
- 11 Book Catalog
- A.B.C. Book Shelves
- 12 File Cabinets




LIBRARY - ANNEX

42-

Figure 2



Key

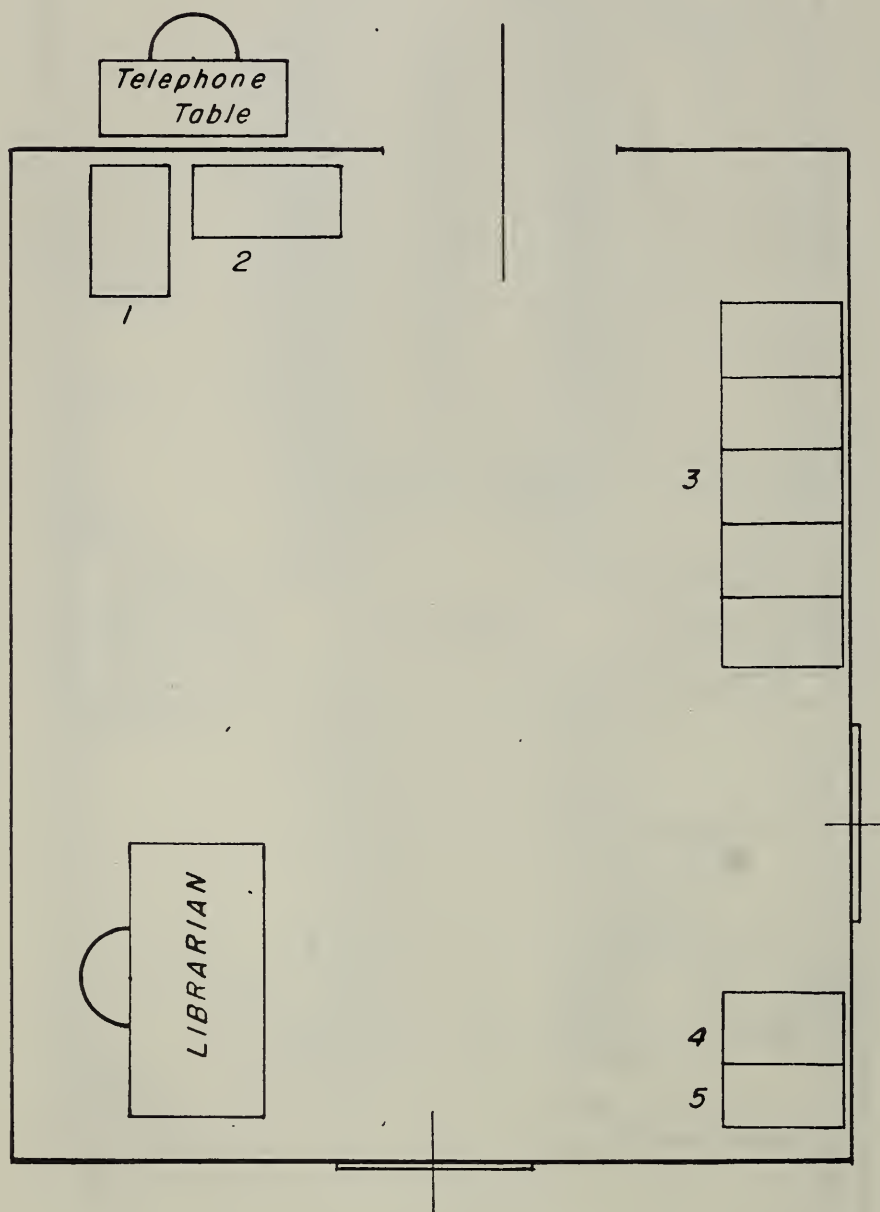
 Books

 Periodicals

LOCATION of REPRINTS and GOVERNMENT PUBLICATIONS

Room 103 (Librarian)

Figure 3



Key

- 1. Government Publications (U.S.D.A.) Drawers 1 - 4
- 2. Author - Subject Catalog Reprints
- 3 - 4. Reprint Files
- 5. Government Publications (Atomic. E. Comm, Civ. Def. etc.)

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